

## MEMORANDUM OF AGREEMENT

### AMONG

**311<sup>th</sup> HUMAN SYSTEMS ENVIRONMENTAL CONTRACTING DIVISION (311 HSW/PKV)  
AIR FORCE CENTER FOR ENVIRONMENTAL EXCELLENCE (AFCEE)**

### AND

#### 1.0 PURPOSE:

- 1.1 The purpose of this agreement is to establish the roles and responsibilities of the 311 HSW/PKV/AFCEE, and the \_\_\_\_\_ under Basic Contract decentralized ordering procedures, Special Provision PKV-H018. Decentralized ordering procedures will allow \_\_\_\_\_ to award, administer, and close out Task Orders (TOs) they award based on the 311 HSW/PKV/AFCEE allocating ceiling for their use on the WERC Basic IDIQ Contract with \_\_\_\_\_

#### 2.0 SCOPE AND DURATION:

- 2.1 This agreement applies to task orders awarded by the \_\_\_\_\_ contracting personnel for their own use. This applies to contract number \_\_\_\_\_, TO# \_\_\_\_\_ for \$ \_\_\_\_\_ to \_\_\_\_\_. This agreement may be modified by mutual consent of all parties. This agreement is effective through the expiration of the Period of Performance date of TO# \_\_\_\_\_ or the basic contract, whichever comes first.
- 2.2 The ceiling reservation for this MOA will expire 90 days from date of signature if TO# \_\_\_\_\_ has not been awarded. **311 HSW/PKV and AFCEE have the unilateral right to terminate this agreement if \_\_\_\_\_ fail to comply with any provision stated within this Memorandum of Agreement (MOA).**

#### 3.0 BACKGROUND:

- 3.1 311 HSW/PKV is the contracting organization responsible for contract administration of the Basic Contracts and associated Task Orders awarded by 311 HSW/PKV for AFCEE use. AFCEE is the technical organization responsible for program management and technical oversight of the Basic Contracts and Task Orders awarded by 311 HSW/PKV for AFCEE use.
- 3.2 The Basic WERC Contracts are Indefinite-Delivery, Indefinite Quantity (IDIQ) contracts, which allow for Firm-Fixed Price, Fixed Price Incentive, Cost Plus Fixed Fee, Cost Plus Award Fee, and Cost Plus Incentive Fee Task Orders. The program ceiling for all WERC Contracts is \$4 Billion. The minimum and maximum dollar threshold for individual Task Orders is \$15,000.00 and \$55 Million respectively.

#### 4.0 **SPECIFIC DUTIES AND RESPONSIBILITIES**

##### 4.1 **311 HSW/PKV will:**

- 4.1.1 Determine, in conjunction with AFCEE, if there is excess capacity available on the contracts for use by non-AFCEE organizations.
- 4.1.2 Determine in conjunction with AFCEE if the brief Statement of Work (SOW) submitted by with their request to use decentralized ordering procedures is within scope of the Basic WERC Contracts.
- 4.1.3 Receive verification from AFCEE of ceiling reservation.
- 4.1.4 Provide the following to                      representative:
  - a. Statement of amount of ceiling reserved
  - b. Control number
  - c. Sign the MOA with                      defining the terms and conditions for decentralized ordering.

##### 4.2 **AFCEE will:**

- 4.2.1 Review with 311 HSW/PKV the brief SOW submitted by                      to determine if it is in scope of the Basic Contract.
- 4.2.2 Coordinate with 311 HSW/PKV on the projects considered within scope and therefore appropriate for award on a TO under the WERC Basic Contract.
- 4.2.3 Provide verification of ceiling reservation to 311 HSW/PKV for approved projects to be accomplished using decentralized ordering procedures.
- 4.2.4 Sign the MOA with 311 HSW/PKV and                      .

##### 4.3 **will:**

- 4.3.1 Submit the following to 311 HSW/PKV along with the request to use decentralized ordering procedures:
  - a. The names, phone, fax, e-mail contract information for the requesting Contracting Officer and Technical Point of Contact.
  - b. A brief SOW describing the proposed project for joint 311 HSW/PKV/AFCEE “in-scope” reviews.
  - c. The requesting user (s) project number.
  - d. The requesting user (s) proof of funding.
  - e. If the proposed project is determined to be within scope, funded and ceiling capacity is available for non-AFCEE work, negotiate/sign a MOA with 311 PKV/AFCEE.
- 4.3.2 Negotiate, award, and closeout decentralized Task Orders.
- 4.3.3 **PROVIDE 311 HSW/PKV WITH A COPY OF THE AWARD DOCUMENT AND ANY SUBSEQUENT MODIFICATIONS. (Note: prior to issuance of any modification increasing funding,                      will request additional ceiling reservation from 311 HSW/PKV).**

- 4.3.4 Perform all required administrative functions on decentralized orders, including delivery order closeout. Administrative functions will include but will not be limited to: participating in fact-finding sessions, processing invoices, reviewing progress reports, issuing correspondence, and receiving deliverables.
- 4.3.5 Ensure program and procedural compliance with the Basic Contract, FAR, DFARS, AFFARS other Air Force regulations, policies, environmental laws, and statues (e.g. Congressional notification for MILCON projects).
- 4.3.6 **NOTIFY 311 HSW/PKV WHEN TASK ORDER IS CLOSED OUT AND PROVIDE THE SUPPORTING DOCUMENTATION. (Supporting documentation may consist of a DD Form 1594, Contract Completion Statement, or equivalent evidence of TO completion.)**
- 4.3.7 will provide a \$10,000.00 cost reimbursement for AFCEE to cover overhead and administrative costs. Funds should be forwarded to AFCEE/MSR, Bldg 532, 3300 Sidney Brooks, Brooks City-Base, Texas 78235.
- 4.3.8 agrees that their signature under this MOA will serve as consent to make this MOA releasable as public information.

5.0 **REVIEWING PERSONNEL:**

**311<sup>th</sup> HSW ENVIRONMENTAL CONTRACTING DIVISION**

\_\_\_\_\_ Date:

**AIR FORCE CENTER FOR ENVIRONMENTAL EXCELLENCE**

\_\_\_\_\_ Date:

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